



Goal Oriented Achievement Learning Skills (GOALS) Manual

1. The GOALS process	2
2. Which GOALS track should you follow?	3
3. Navigating the DPI GOALS webpages	4
4. How to apply for a GOALS <i>Certificate of Excellence</i>	9
5. How to use the GOALS training tracker	11
6. GOALS Questions and Answers	14



The GOALS Process:

Designed for School Nutrition Professionals

What is GOALS?

GOALS is an acronym for Goal Oriented Achievement Learning Skills, a resource developed by the Department of Public Instruction School Nutrition Team as part of USDA's 2015 Professional Standards Grant. GOALS provides opportunities for Wisconsin school nutrition professionals to obtain training and resources that meet regulations for USDA Professional Standards while providing the opportunity to obtain a GOALS *Certificate of Excellence* signed by Wisconsin's state superintendent of schools.

Why GOALS?

Due to the newly-implemented USDA meal pattern requirements and significant changes made to school nutrition programs, it is crucial that school nutrition staff are adequately trained. The GOALS coursework includes comprehensive school nutrition subject matter to ensure students are being provided with nutritious meals and to equip staff with the business skills required to operate a successful school nutrition program.

Other benefits of GOALS include:

- GOALS training resources and tracking tools satisfy USDA Professional Standards regulations.
- GOALS offers opportunities for career advancement in the school nutrition field for foodservice employees that do not have a formal degree.
- GOALS allows for employees to be recognized for their expertise in the school nutrition field and the critical role they play in ensuring Wisconsin students are well nourished and ready to learn.
- GOALS acknowledges that certificate holders have obtained adequate training in the field of school nutrition. For new hires specifically, this gives assurance to the hirer that the hiree is qualified for the position.

How does GOALS work?

By completing the required trainings and entering them into the GOALS tracker, you can apply for a GOALS *Certificate of Excellence*! Instructions for the GOALS process are in this manual.

Which GOALS track should you follow?

There are five different tracks for nutrition professionals to follow in order to receive a GOALS certificate: director, manager, staff, short tracks for directors managers.

Director

The training track for directors is designed for nutrition professionals aspiring to be in a director position. Neither a nutrition degree nor previous experience in nutrition is required before applying.

If you are an existing director **with or without** a nutrition degree and/or nutrition experience, consider following the Short Track for Directors.

Manager

The training track for managers is designed for nutrition professionals aspiring to be in a manager position. Neither a nutrition degree nor previous experience in nutrition is required before applying.

If you are an existing manager with a nutrition degree and/or nutrition experience, consider following the Short Track for Managers.

Staff

The training track for staff is designed for nutrition professionals currently working as staff members on their school food service team. There is no short track option for staff members.

Short Tracks

Short Track for Directors

This track is solely for existing directors with or without a nutrition degree (RD, DTR, CDM, etc.) and/or previous nutrition experience.

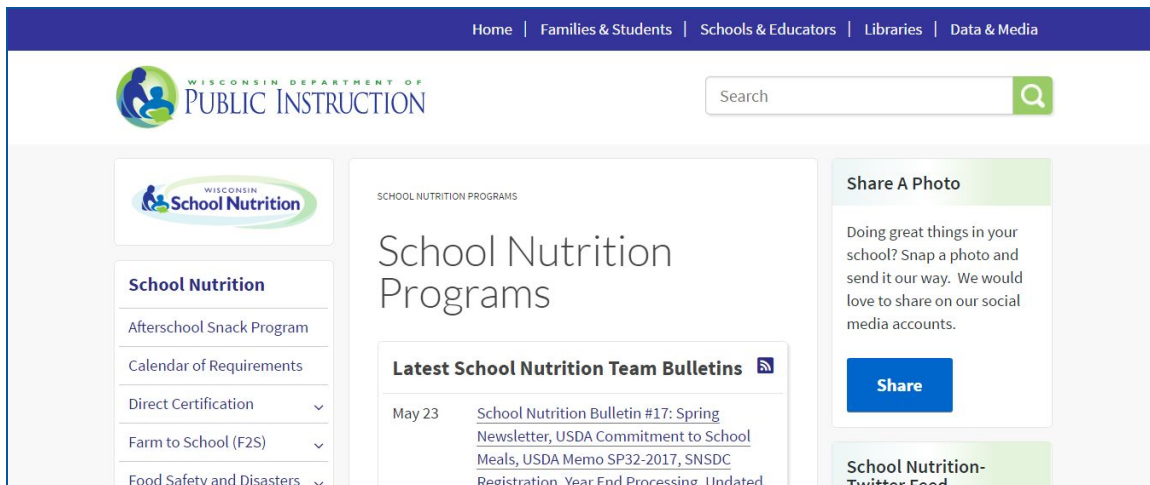
Short Track for Managers

This track is solely for existing managers with a nutrition degree (RD, DTR, CDM etc.) and/or previous nutrition experience (documentation of degree/experience is required in your application).

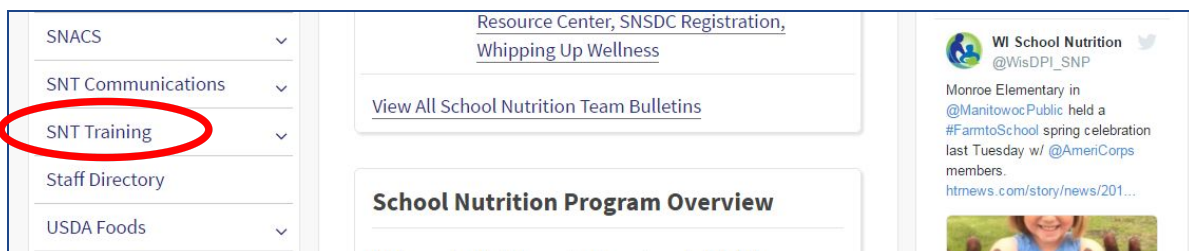
For further details on each track, please visit the [DPI School Nutrition GOALS website](#).

Navigating the DPI GOALS Webpages

Step 1: Go to the DPI [School Nutrition Programs homepage](#).



Step 2: Click on “SNT Trainings” on the navigation bar on the left



Step 3: Under “SNT Trainings”, click on “GOALS”

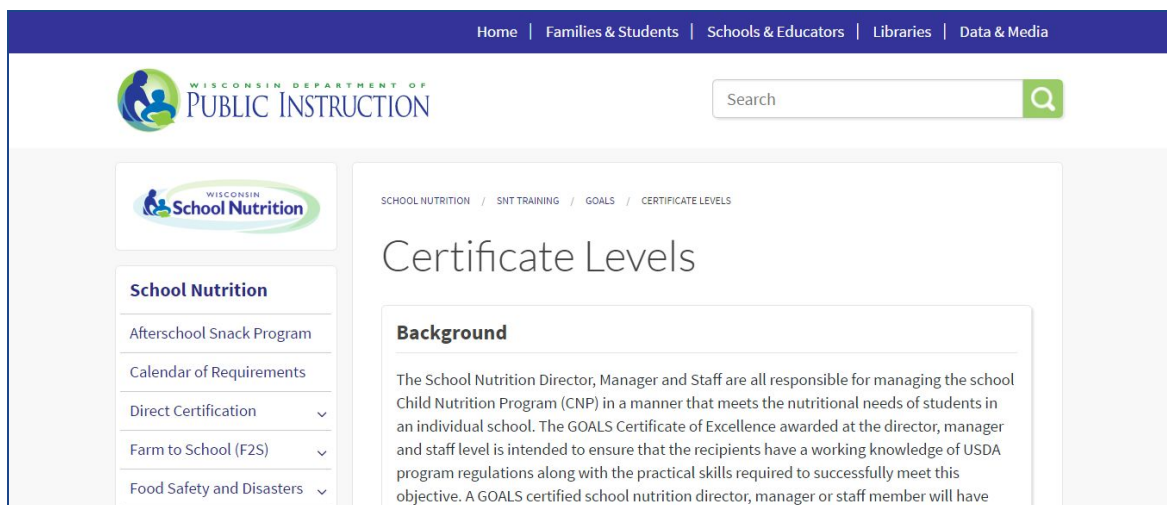


Click on the down arrow to the right of “SNT Trainings” and select “GOALS”. This will take you to the GOALS homepage where you are able to access additional resources and learn more about the GOALS *Certificate of Excellence*.

Another option is to click on “GOALS” on the navigation bar on the left, then click on the down arrow to view GOALS-related webpages. The topics include: “Certificate Levels”, “How to Apply” and “Training Resources”, as shown below.

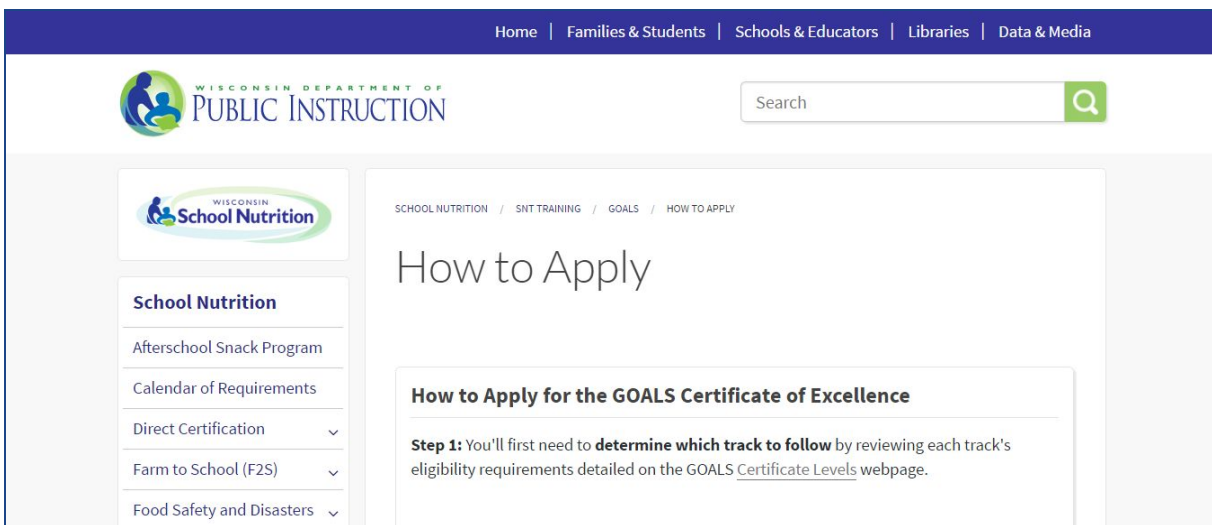


Step 4: Select “[Certificate Levels](#)”



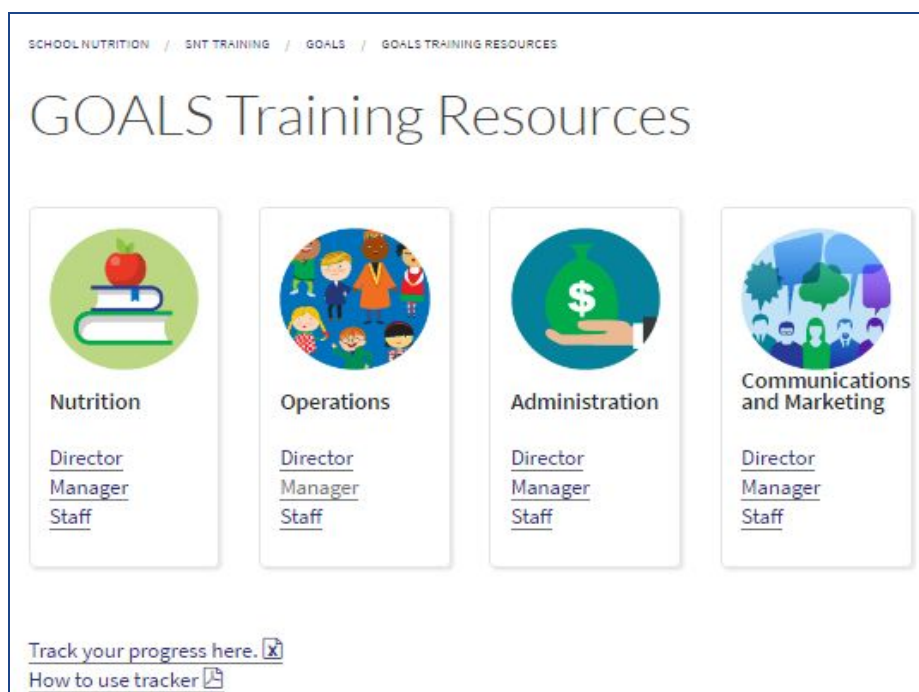
The Certificate Levels webpage describes each GOALS track. The information includes: background, hour requirements, required training topics, and eligibility. Review the track options and determine which track is right for you.

Step 5: Select “[How to Apply](#)”



Visit the “How to Apply” webpage for a step-by-step process on how to apply for a GOALS *Certificate of Excellence*. Instructions are on page 9 of this manual.

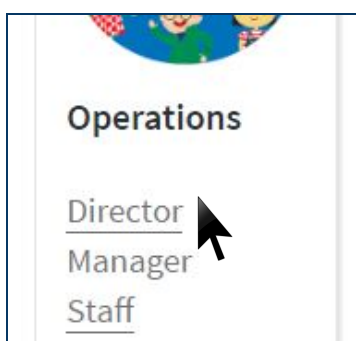
Step 6: Select “[Training Resources](#)”



The GOALS Training Resources webpage is organized by the Professional Development program areas of Nutrition, Operations, Administration, and Communication. Click on the Certification Level you've selected (Director, Manager, or Staff), and you will be brought to a list of Training Resources that is right for you.

For example:

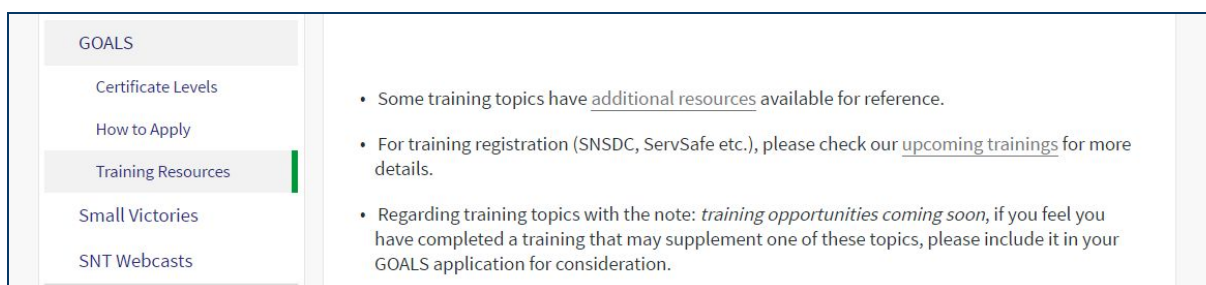
Let's say you are following the Manager Short Track, and you want to start your training in the area of Operations. Under **Operations**, you would click on "Manager", and you will be taken to an outline of all the required training topics for Managers.



In this example, since you are on the short track, please reference the GOALS Training Hours Requirement document (found in the "[Certificate Levels](#)" webpage) to see which topics you must complete.

Note about the Short Track - resources listed under each topic (Nutrition, Operations, Administration, and Communications and Marketing) are applicable to the manager level, whether you are following the general manager level or the manager short track level. The only difference is the required hours and training topics, not the resources listed in each topic.

Accessing additional resources



On each training resources webpage, below the outline of training topics and above the training resources list, there are three bullet points.

The first is a link to a webpage listing additional resources. These additional resources **do not** count toward your GOALS *Certificate of Excellence*, but rather are solely for your reference.

The second bullet is a link to a listing of “upcoming trainings”, which applies to trainings that may require registration and/or change each school year. These include in-person trainings such as School Nutrition Skills Development Courses and lists some trainings that may be offered in another language.

How to Apply for a GOALS Certificate of Excellence

Step 1: Determining the right track for you

You'll first need to determine which track to follow by reviewing each track's eligibility requirements detailed on the GOALS ["Certificate Levels"](#) webpage (located under SNT Training and GOALS on the left navigation bar on DPI's [School Nutrition Team](#) webpage).



Step 2: Review your required trainings

The next step is to review the specific requirements for the desired certificate level. Also, located on the "How to Apply" webpage, you will find the GOALS Mapping Worksheet to aid in creating a plan for meeting those requirements.

It is important to note that unless you receive approval by the DPI SNT, training hours must be sponsored by the Wisconsin Department of Public Instruction School Nutrition (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS).

Additionally, all trainings you submit in your application must have been completed within the last 5 years. Other trainings may be credited with DPI approval. This is to ensure that the content of the training is accurate and based on current regulations.

Training opportunities can be found under "[Training Resources](#)".



Step 3: Track your progress with the GOALS training tracker

You must map your progress by tracking your training hours on the [Training Tracker](#). Once you have completed all required training hours, you will submit the tracking tool along with copies of the training certificates. Acceptable documentation includes certificates, college transcripts, and/or other supporting documents (with approval from DPI).

Instructions on how to use your tracker are located on the GOALS "[Training Resources](#)" webpage, as well as on page 9 of this manual.

Step 4: Fill out a GOALS application and submit all documentation to GOALS@dpi.wi.gov

Make sure the following statements are true regarding your application **before** you submit it:

- I have completed all trainings as listed on the requirement sheet for my selected GOALS track.
- All completed trainings were offered through DPI, ICN, USDA FNS, or were previously approved by a DPI staff member.

These steps for applying for a GOALS *Certificate of Excellence* are online on the "[How to Apply](#)" webpage.

How to Use the GOALS Training Tracker

On the GOALS [Training Resource](#) webpage, you'll find a Professional Development tracking tool. Click on "[Track your progress here](#)" for the tool, and click on "[How to use tracker](#)" for instructions.

The screenshot shows a Google Sheet titled "GOALS Certificate of Excellence". It includes sections for "General Profile" (Name, Position, Reporting Period, Training Track, Agency Code) and "Training Reporting" (Training Hours to Date, Hours Required, Remaining Hours, Date Training Completed, Length of Training, Name of Training, Training Sponsor/Host, USDA Key Area, USDA Learning Code, Did you receive a certificate for course completion?, Other Notes). A red arrow points to the "Training Track" dropdown menu.

The tracker is a Google Sheet you use to:

1. Select your desired training track (director, manager, staff, short track, etc.) by clicking on the box (location: E4) below "Training Track".

This close-up shows the "Training Track" dropdown menu with the following options: "Short Track New Director Hire", "New Director Hire-HSD/GED", "New Director Hire-HSD/GED", "Short Track Existing Director", "Short Track Director-HSD/GED", "Short Track Manager-Nutrition", "Short Track Manager-HSD/GED", and "Staff". A red arrow points to the dropdown arrow.

2. Once you click into the cell, a downward pointing arrow will appear, click on the arrow to select your training track from the dropdown. After you have made your selection, the hours for achieving a GOALS *Certificate of Excellence* will auto-populate.

This close-up shows the "Training Track" dropdown menu with the following options: "Short Track New Director Hire", "New Director Hire-HSD/GED", "New Director Hire-HSD/GED", "Short Track Existing Director", "Short Track Director-HSD/GED", "Short Track Manager-Nutrition", "Short Track Manager-HSD/GED", and "Staff". A red arrow points to the dropdown arrow.

- Once you have selected your desired training track, you may now enter your approved trainings that you have completed. The first training can be entered into row 13 (highlighted in pink).

GOALS
Goal Oriented Achievement Learning Skills

Certificate of Excellence

General Profile

Name: _____ Position: _____ Reporting Period: _____ Training Track: _____
 Contact Info: SFA Agency Code: _____ Short Track New Director Hire-any degree prior SN: _____

Training Reporting

Training Hours to Date: 0 Hours Required: 75 Remaining Hours: 75
 If "Remaining Hours" cell turns green, congratulations, you've completed your training requirements.

Date Training Completed	Length of Training	Name of Training	Training Sponsor/Host	USDA Key Area	USDA Learning Code	Did you receive a certificate for course completion?	Other Notes
mm/dd/yyyy	(enter time in hours, use decimals)						
example: 2/15/2015	2.5	Professional Standards for School Nutrition: Are Here: ANIC-SNA	Administration_3000	Human Res_3400	Human Res_3400	Yes	Overview of the new policy guidance on P.S.

- As you enter the amount of time for each training you have completed, the tracker will automatically calculate the "training hours to date" and "remaining hours" that still need to be completed in order for you to receive your certificate.

Training Reporting

Training Hours to Date: 0 Hours Required: 75 Remaining Hours: 75
 If "Remaining Hours" cell turns green, congratulations, you've completed your training requirements.

Date Training Completed	Length of Training	Name of Training	Training Sponsor/Host
mm/dd/yyyy	(enter time in hours, use decimals)		

- Similar to selecting your training track, for the "USDA Key Area" and the question asking, "Did you receive a certificate for course completion?", first, click on cell so the dropdown arrow appears, then click the downward pointing arrow to select Yes or No. Enter the USDA Learning code if one is provided. Enter the training topic the training applies to.

Training Sponsor/Host	USDA Key Area	USDA Learning Code	Did you receive a certificate for course completion?
ANIC-SNA	Administration_3000	Human Res_3400	Yes
	Nutrition_1000		Yes
	Operations_2000		No
	Administration_3000		
	Communication_4000		

GOALS Certificate of Excellence: Q & A

Q: What if the training I complete includes more hours than the GOALS certificate requires? For example, if a Local Foods/ Farm to School class counts as 3 training hours, but the certificate I am working toward requires 2 hours, can that extra hour count toward another training topic?

A: The short answer is no. The required training hours listed for each individual track (director, manager, staff) are the *minimum* requirements. Extra training may credit toward the required, annual USDA professional standards training hours, but do not credit as additional training hours for GOALS. The purpose of GOALS is to provide nutrition professionals with well-rounded knowledge of the USDA School Nutrition Program requirements. The hope and expectation for the GOALS certificate holder is that he or she will continue to obtain training to enhance his or her knowledge base beyond what is minimally required.

For further clarification: In the case of a [Great Beginnings Academy](#) training (offered through The Wisconsin Department of Public Instruction (DPI)), the multiple topics covered in the day-long training are separated accordingly on the certificate given to participants. This is **not** the case for a DPI School Nutrition Skills Development Course (SNSDC), such as the 8-hour Child Nutrition Program Basics course. The certificate participants receive will count toward 8 hours of CNP Basics, rather than listing each topic covered within the single course. You may only count this *one* course to *one* GOALS training topic.

Q: I have a degree in nutrition. Do I still need to take all of the training to obtain a GOALS certificate?

A: Individuals with accredited training in a related area may have fewer requirements for a GOALS certificate. For example, a Registered Dietitian (RD) who submits her transcripts from an accredited technical school may not have to complete Nutrition 101, since her transcript shows her extensive training in nutrition. However, if she has not worked in school nutrition, she would still be required to complete Meal Pattern, Child Nutrition Basics, and other training specific to USDA Child Nutrition Programs. Please refer to the Short Track for Director or Manager ([add the link](#)) for more information.

This also applies for individuals with several years of school nutrition experience without formal training in nutrition. In this case documentation such as a resume to show experience in the school nutrition field is required when applying for Short Track.

Q: Will previous training certificates count toward GOALS?

A: Training certificates obtained in specific subject matter during the past 5 years may count toward the GOALS certificate. You should track and submit the certificates with the GOALS application for review. Because the GOALS criteria is based on current USDA requirements for the Child Nutrition Programs, it is possible that some previous training may not count toward GOALS.

Q: A training I already attended is not on the list. Does it count toward GOALS?

A: It depends. Training that is informative rather than subject based will not count toward GOALS. Training sessions such as Pre-Review Workshops, Great Beginnings Academy, and What's New calls provide program updates and overviews rather than comprehensive training on specific subject matter. These trainings will count toward the annual USDA professional standards training requirements but will not count toward the certificate. DPI is working to ensure that future training will include information on how the training credits for GOALS.

Q: Do I have to attend face-to-face School Nutrition Summer Development Courses (SNSDC) to obtain the certificate or can I complete the requirement with an online equivalent?

A: Some face-to-face SNSDC training is required. The GOALS certificate is endorsed by the Wisconsin State Superintendent of Schools, and face-to-face training provides the opportunity for an expanded learning experience that includes hands on activities, interaction with state agency staff, and the ability to ask questions for clear guidance. Required training includes Child Nutrition Basics, The Whole Enchilada (meal pattern training), and the Free, Reduced and

Verification Process (director level only). Go to the training requirements webpage to see which courses require face-to-face training.

Q: Have the requirements for GOALS changed?

A: No. The requirements for a GOALS certificate have not changed. You may notice updates to the online documents "GOALS Training Hour Requirements". For example, the section on financial management is updated to consolidate training hours into a single course rather than several smaller course requirements.

Q: I think I have all of the training required for GOALS. How do I receive my certificate?

A: To apply for the GOALS certificate, access the online application on the GOALS webpage:
<http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills/how-to-apply>, follow the instructions, and submit the materials to GOALS@dpi.wi.gov. Applications are processed in the order they are received. Please allow 4-6 weeks for processing. Certificates will be sent to the address listed in your Online Contract.

Q: Is there a time limit for obtaining a GOALS certificate?

A: No. Obtaining adequate training hours to earn a GOALS certificate will generally take at least a year, but may require several years, depending on each individual training plan. The expectation for GOALS is to obtain the training hours required to have a comprehensive understanding of USDA Child Nutrition Programs. Exceptions might be if applicants have trainings completed in the past five years and are submitting them as part of the application.

Q: Once I receive a certificate as a manager or staff member may I upgrade to a higher level?

A: Yes. If you obtain a staff or manager level certificate and would like to continue training to reach a higher certificate level that is acceptable and encouraged.

If your question was not answered above, or if the answer provided requires further clarification, please contact the DPI GOALS team at GOALS@dpi.wi.gov.